

## **POSITION DESCRIPTION**

### **CLASS TITLE: Certified Lifeguard**

Grade Number: Part Time (\$7.75-\$8.25 hr)

Department: Community Development

Division: Parks and Recreation

Date: March 2009

### **GENERAL PURPOSE**

The certified Lifeguard performs the duties of a Red Cross trained professional rescuer which includes public service information, education, safety prevention, water rescue and general observation of an aquatic environment.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Aquatics Manager and Assistant

### **SUPERVISION EXERCISED**

Exercises supervision over all aquatic patrons, lesson instructors and to be a mentor of new lifeguard employees who are in training.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Is responsible for monitoring and observation of a given section of water area within the prescribed aquatic environment, and the swimmers within that prescribed area.

Responsible for performing professional rescue procedures as needed, and offering assistance to aquatic patrons when required, in addition to practicing all current preventative measures.

Responds professionally to public inquiries about aquatic programs, rules and procedures, and may be asked from time to time to file and report on information concerning those inquiries..

Assists in the preparation of posters, fliers, and related promotional material related to aquatic programs, and special events.

Coordinates, completes and maintains all records as they relate to Red Cross and City of Kingman employment procedures, filing of accident, incident, or employee related reports.

Performs a variety of miscellaneous duties such as answering the phone, typing, facility supervision, public speaking to youth groups and classes, and general public relations and promotion of the City Aquatic and Learn to Swim program.

### **DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

- (A) Minimum age is 16 (must be 15 to take the ARC Lifeguard course)
- (B) Be able to complete the Red Cross certification program for Life guarding.
- (C) Be able to pass a pre-test (physical abilities)

**Necessary Knowledge, Skills and Abilities:**

- (A) Exhibits knowledge and certification of a Red Cross Lifeguard. Knowledge of aquatic rescue equipment, facilities, operations and techniques used in a comprehensive community aquatic program.
- (B) Skill in operation of listed tools and equipment; Skill in First Aid, CPR, AED, and TDC (Transmission of Disease Control) procedures.
- (C) Ability to perform and deliver all the proper open and deep water rescue techniques, day to day policies and procedures of the Aquatics division, record keeping and professional public presentation and relations. Ability to communicate effectively with the staff, supervisors, management and the public. Ability to effectively guard and have fun.

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license or ability to obtain one. ARC-LGT, First Aid, CPR for the Professional Rescuer, AED and (TDC)Transmission of Disease Control.

**TOOLS AND EQUIPMENT USED**

Calculator; copy and fax machines; phones; and various professional rescue equipment, ie; rescue tubes, backboards, CPR mask, AED's, teaching toys, etc.

**PHYSICAL DEMANDS**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit in direct sunlight, walk, jump into water, talk and listen. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or pull up to 200 pounds through the water, and with assistance lift a person onto the deck.. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and /or humid conditions, wind and chlorinated pool water, toxic and/or caustic cleaning chemicals.

The noise level in the work environment is usually loud while on the pool deck, or moderately quiet when in the office.

## **SELECTION GUIDELINES**

Formal application; completion of ARC Lifeguard Training program, pre-testing, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirement of the job change.